

CONFISCATION FORMS

A confiscation form is a federal document and should be filled out fully and legibly. To correctly fill out the confiscation form, follow the following guidelines.

- 1) Print (legibly) and sign your name and write the name of the Institution "MCC NEW YORK" at the top of the form in the appropriate places.
- 2) Sections 1-4. Fill out the inmates name, register number, the inmate's assigned housing unit and the date of confiscation.
- 3) Section 5, make a numerical list of the items being confiscated (IE. 1) Black Nike 2) 5 T-Shirts 3) 2 Bowls.) Also write the date the items were confiscated.
- 4) All inmates sign section 6. This section simply states that the inmate received a copy of the items that were being confiscated. It is important that the inmate signs when the items are confiscated, as it starts the clock ticking on the 120 days the inmate has to appeal the confiscation of the items. Failing to have the inmate sign this section prolongs the confiscation process.
- 5) Section 7 is broken into 3 parts.
 - a. Inmate is requesting to mail the items home and pay the shipping cost. If the inmate choses to mail the items home he must provide an address for the items to be shipped on the confiscation form. The inmate is required to pay all shipping costs to include the box and postage. Before an inmate is allowed to send an item out of the institution he must provide proof of ownership of the item in the form of a commissary receipt. The inmate must also sign and date under section 7.A if mailing at his expense.
 - b. Inmate is requesting to send the item home at the institutions expense. This option requires the **WARDEN** approval. Inmate must sign and date under section 7.B if mailing at the institutions expense.
 - c. Other. This option is to be used when the inmate wants to either
 - A) Donate to the Institution or
 - B) Put the item in the trash. Other than those 2 options nothing else should be written here. The inmate must sign and date under section 7.C if trashing or donating.
- 6) Section 8 should remain blank. All forms should be forwarded to confiscated property officer so that the records are maintained properly.
- 7) Inmates receive the last of the carbon copy copies. The original must be maintained in the confiscation room for 2 years.

*****Please Remember*****

Filling out this form fully and correctly enables us to do our job without repercussion. Failing to correctly fill out this form could lead to sustained inmate tort claims as well as disciplinary and legal actions.

List of Contraband